

Dear Parent/Guardian,

I am pleased and excited to inform you of a unique opportunity which is afforded your son/daughter as part of the curriculum of Conversational Spanish (F5S0). We are beginning another year of the Hawthorne Elementary Dual-language Immersion Internship Program and Noe Middle School partnership.

The internship program gives your student the opportunity to use Spanish in service learning project with the students at Hawthorne Elementary School and Noe Middle School. The Manual students will create lessons, prepare learning materials and activities, and will present the lessons in the immersion classes at Hawthorne and at Noe Middle School. All instruction is carried out in Spanish; no English is permitted in class during the Spanish portion of the day at Hawthorne or Noe. Manual students will be assigned to work in K-1, 2-3, 4th or 6th grade class. They will work with small groups to three or five elementary students on concepts from the Core Curriculum guide for the state of Kentucky. The lesson will be from mathematics, science, social studies, or Spanish curriculum.

Students will not miss any Manual classes except honors/conversational Spanish. They will sign out in room 233. The internship program will operate on Wednesdays (Hawthorne) and Thursdays (Noe) Middle. Classes will participate several times each semester. A calendar will be established by the teachers at Hawthorne, Noe and me. The dates for all Hawthorne and Noe visits will be provided to the students in advanced.

Students will ride a bus from the school to Hawthorne and back but they must have their own transportation to home. We are going to get to Manual around 2:45, so they won’t be able to ride their regular bus back to home. They will walk to Noe Middle School.

Hazardous driving conditions of any particular Wednesday will cancel the session for the day; students will remain at Manual for classes. Parent Volunteers may be needed to ride the bus with the students to Hawthorne.

It is my hope that all students will be able to participate in this invaluable program; the students who have participated in the past years rated this experience as one of the most challenging, stimulating, and growth-inducting programs they have had at Manual .

Sincerely,

Ana Castro, Teacher of Conversational Spanish

Jerry Mayes, Principal

HAWTHORNE/NOE INTERNSHIP

CONTRACT

DUPONT MANUAL HIGH SCHOOL

Welcome and congratulations on being included in the Hawthorne elementary School Dual-Language Immersion Internship Program, and Noe Middle School partnership. The program will be designed to provide students with an opportunity to gain valuable world language experience while they are providing tremendous service to younger learners. To accomplish this, students will be expected to meet definite requirements and accept certain responsibilities. \*Jefferson Co. Code of Conduct will apply at all times.

1. All students participating in the program should have and maintain a minimum grade point average of 2.5 in their high school classes.
2. Students are required to work at Hawthorne elementary School or Noe Middle School on their scheduled days during the program.
3. \*Students **must** sign out in room 233 for attendance purposes.
4. As this is a component of F5S course, students must maintain good attendance or they will lose points which will affect the overall grade in the course.
5. Students must abide by any and all rules and regulations, practices and procedures at both Hawthorne and DuPont Manual, no specifically stated above but as enumerated y the internship Coordinator during the Classroom Orientation.
6. **Grading procedures**: This is a partnership between: The classroom teachers at Hawthorne, the teachers at Noe and Seňora Castro. A scoring rubric will be used for each session at Hawthorne and Noe. Each session at Hawthorne and Noe counts as a performance event grade to be averaged with the work completed at Manual.

I understand that I must abide by the terms of this agreement in order to participate in the Hawthorne internship Program and Noe Middle School Partnership.

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Student Signature/ Date Signed

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Student name

I give my son/ daughter permission to participate in the Hawthorne Internship Program and understand the responsibilities of the program.

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Parents/Guardian’s Signature/ Date

**HAWTHORNE INTERNSHIP**

**F5SO/S9**

SIGN OUT: In room 233 immediately at the beginning of block 4.

WEAR YOUR NAMETAG AT ALL TIMES WHILE AT HAWTHORNE.

**DIMISSAL FROM HAWTHORNE:** **2:20PM**

No early dismissal will be allowed. All Students have to ride the bus back to the school, at least a parent contact Sra. Castro because of an emergency. Students should have a ride from Manual to their home, because it will be impossible to get to Manual early enough to ride their buses.

**DUE NEXT CLASS PERIOD:**

A reflection, in Spanish, in which you address:

1) What was the best part of my lesson?

2) What would I do differently next time?

3) What did I learn about myself during this lesson?

**Hawthorne Elementary school is located at 2301 Clarendon Avenue**

**School phone #: 485-8263**

**NOE MIDDLE SCHOOL PARTNERSHIP**

**F5SO/S9**

SIGN OUT: In room 233 immediately at the beginning of block 4.

WEAR YOUR NAMETAG AT ALL TIMES WHILE AT NOE.

**DIMISSAL FROM NOE: 2:20PM**

No early dismissal will be allowed, at least a parent contact Sra. Castro because of an emergency

**DUE NEXT CLASS PERIOD:**

A reflection, in Spanish, in which you address:

1) What was the best part of my lesson?

2) What would I do differently next time?

3) What did I learn about myself during this lesson?

**Noe Middle school is located at 121 W Lee St, Louisville, KY 40208**

**School phone #: 485-8307**

NOMBRE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BLOQUE\_\_\_\_\_\_\_\_\_ FECHA\_\_\_\_\_\_\_\_

HAWTHORNE/NOE: RUBRICA

1. A tiempo 0 5 10

Arrives by 1:20; remains until 2:20.

(Only exceptions are by **PRIOR** arrangements with Sra. Castro)

Signs out at Manual and In/Out at Hawthorn/Noe appropriately.

1. Preparado 0 5 10

Dressed appropriately for teaching. ***Including nametag.***

Arrives **ready** to work with the children. All materials prepackaged and ready to distribute: **no cutting out, counting, etc.**

Immediately moves into the planned activities.

**All group members** share equally in the preparation of the lesson.

1. Instruction 0 5 10

Follows classroom teacher’s plans and instructions.

Completes lesson according to lesson plan.

Ensures that all students are involved and participating.

1. Interaction with children 0 5 10

Appropriate student management.

Appropriate touching.

Maintains confidentiality.

Professionalism.

1. Use of Spanish 0 5 10

Carries out all activities in Spanish.

Uses dictionary or consults teacher for vocabulary.

Encourages students to use only Spanish.

NOTA: **Score x 2 =**

COMMENT ARIO:

NOMBRES\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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BLOQUE\_\_\_\_\_\_\_\_\_\_FECHA\_\_\_\_\_\_\_\_

LESSON PLAN FOR HAWTHORNE/NOE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_

Clase fecha

**Must be submitted and approved at least one class meeting before implementation.**

1. **Tema a enseñar:**
2. **Asignatura:**
3. **Objetivos:**
4. **Vocabulario de la clase:**
5. **Actividades para demostrar los objetivos:**

1. Para activar el conocimiento previo (Activating prior knowledge):

2. Introducir nuevo material (Introduction of new material):

3. Practicar el Nuevo material **“Experimento”** (Practice of new material)

1. **Materiales necesarios:**
2. **Responsabilidades individuales antes de la presentación ( ejemplos: Cartel, hojas de trabajo, plan de clases, etc)**

HAWTHORNE SCHEDULE (1st Semester)

RED DAY WHITE DAY

10/19 11/9

12/07 12/14

NOE SCHEDULE (1st Semester)

RED DAY WHITE DAY

9/22 10/20

10/27 11/17

11/10